

## **STILLWATER COUNTY**

### **POSITION DESCRIPTION**

**May 2008**

**POSITION:** District Court Clerk

**DEPARTMENT:** District Court

**ACCOUNTABLE TO:** Clerk of Court

**SUMMARY OF WORK:** This position assists the Clerk of Court in the daily functions of the office which includes the processing of legal documents, maintaining court cases and files, processing passports applications, and issuing marriage licenses; and assumes the duties of the Clerk of Court when that person is absent from the office.

#### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs clerical duties which require attention to accuracy, detail, and timeliness. Position must adhere to strict standards of confidentiality of sealed information and documentation. Work is performed in an office setting during normal office hours. Position may be required to work after hours or long hours on Law and Motion days and during trials which may run through the lunch hour or into the evening.

**Personal Contacts:** Daily contact with the general public, court officials, lawyers, plaintiffs, defendants, witnesses, and jurors both in person and by telephone.

**Supervision Received:** Daily work is not assigned and instruction is given as needed by the Clerk of Court through face to face contact or by notes.

**Supervision Exercised:** Position may be required on rare occasion to supervise part-time temporary help through direct supervision.

**Essential Functions:** This position must be able to: communicate orally and in writing, read written material; follow written and oral instructions; make decisions; answer questions; handle and greet customers in a professional manner at all times; supervise temporary help; processes legal documents including court cases, passports, and marriage licenses; draw annual jury list and select prospective jurors for trial; assist with the formulation of the annual budget; perform general office duties including answering the telephone and taking messages; process payment claims; collect fee payments; order supplies; submit necessary monthly reports; and prepare for Law and Motion days. Must be proficient in computer software applications such as Microsoft Word, Excel, and Full Court. Position must be

physically able to lift large and heavy docket books, use hands and arms; walk, sit, and stand; climb stairs; hear and talk; and have sufficient vision to read and file legal documents.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Opens cases and sets up files for civil, criminal, probate, adoptions, domestic relations, youth in need, juvenile, sanity, and guardianships.
- Maintains current files, and keeps register pages and the court calendar current.
- Receives, tracks, and places monies into the proper accounts and/or trust accounts.
- Tracks child support payments through trust account and reconciles the trust account at the end of the month.
- Updates on a daily basis the JCMS filing system.
- Assists the sitting judge and his staff on Law and Motion days and Trials.
- Selects the jury, calls jury, and issues warrants to jurors and witnesses.
- Issues summons for jury duty for the coming year.
- Sends out mailings and prepares necessary paperwork.
- Takes the court minutes in the absence of the Clerk of Court which includes taking minutes and swearing in jurors and witnesses.
- Conforms and certifies legal documents, researches files, and copies pertinent information and documents per request.
- Processes passports applications, issues marriage licenses, and administers oath.
- Determines if documentation for application is proper and issues transmittal of passport applications.
- Prepares end of the month reports for county and state agencies include month end case report, fee report, marriage and dissolution report, probate report, and criminal reimbursement report.
- Collects fee payments and prepares monthly/quarterly fee reports for the County Clerk and Recorder.
- Prepares year end case reports for the outgoing judge.

--Computes jury fees for trials, issues warrants, completes claims, and completes jury warrant report for Clerk and Recorder.

--Conducts searches and prepares book and page filings for microfilming, upon completion file film and documents when filing is completed.

--Prepares certain order for the Judge=s signature such as Motions to Dismiss orders, Request to Destroy Exhibits, and Orders closing Probates.

--Prepares written correspondence.

--Deals with the general public by telephone or in person in a professional manner at all times.

--Performs other related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a working knowledge of: the judicial system, civil and criminal process and proceedings, court procedures, the process for filing legal documents, passport procedures and requirements, accounting, general office procedures, and telephone etiquette.

**Skills:** This position requires considerable skill in the use of a computer and printer, typewriter, calculator, copier, telephone, microfiche, fax, and public relations.

**Abilities:** This position requires the ability to: communicate effectively orally and in writing follow verbal and written instructions; make appropriate decisions; research and trouble shoot problems; handle multi-tasks; handle irate customers in a professional manner at all times; be courteous, patience, and friendly to the public; perform duties and assignments in a timely manner; assist court officials and personnel when needed; adhere to strict standards of confidentiality of information and documentation in sealed cases; establish effective working relationships with fellow county employees, supervisor, court officials, and the general public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--High School Diploma or GED equivalent. Some experience in the legal and judicial system is preferred.

--Must demonstrate a proficiency in basic office skills, computers, software, and public

relations.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Observes work hours.
- Demonstrates punctuality.
- Performs assigned duties in a timely manner.
- Adheres to standards of confidentiality regarding sealed cases.
- Maintains accurate and timely records and case files.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Demonstrates self-motivation and be a self-starter.
- Performs trouble shooting and conducts research when necessary.
- Maintains flexibility with work schedule.
- Establishes and maintains effective working relationships with fellow county employees, supervisor, court officials, and the general public.